



HOLY NAME OF JESUS CATHOLIC SCHOOL
EARLY LEARNING PROGRAMS HANDBOOK

Welcome to Holy Name of Jesus Catholic School's Early Learning Programs, which include Preschool, Pre-Kindergarten and our Extended Care Wraparound Program. Holy Name School Early Learning Programs offer time and space for young children to be children where they are free to play, explore, and imagine. They are designed to lead them from wonder to discovery and from investigation to affirmation. It provides the opportunity for all children to associate pleasure with learning so their desire to learn is fostered at a very young age. Preschool and Pre-Kindergarten are academic-based programs, while our Extended Care Wraparound Program takes place before and after school and is geared towards a fun and safe environment for our working families.

In all programs, the teachers collaborate with parents to provide a developmental education while sharing faith and values. Parental encouragement and personal example are the strongest factors that will influence academic and faith development. In partnership with parents, teachers foster growth and excitement along with a deeper awareness of God's presence. Teachers are flexible and supportive in meeting the needs of each new group, and offer each child space to experience the joy of learning at his/her own capacity and pace.

Goals of the Early Learning Childhood Programs

- To provide experiences that meet children's needs in their physical, social, emotional, cognitive, and spiritual development.
- To develop a high self-esteem in each individual through a positive feeling toward learning.
- To develop social skills through play and through interaction with adults as well as peers.
- To provide cognitive development activities through concrete and hands-on materials.
- To provide an environment based on trust, inclusion, and affirmation.

Morning Arrival & Dismissal

- Between 6:45-7:45am you may bring your child to the Early Learning entrance and ring the bell for admittance. Your child may also be dropped off in the car line and walk to the door by him/herself **if you arrive at or after 7:30am.**
- Students who are not transitioning to our Extended Care Wraparound program will be dismissed from the Early Learning playground door entrance at 2:40pm. **If your child is to be released to anyone other than those designated by you, please send a written note or call the school office. If your child's dismissal plans will be different than originally indicated, please send a written note.** Please notify those designated to pick up your child that we may ask for identification until we become familiar with them.

Length of School Day

The Preschool and Pre-K begin at 7:45am until 2:40pm. **On-time arrival and dismissal is imperative in order to avoid congestion in the parking area.**

Length of School Year

In session days for the Early Learning Programs coincide with the Henderson County Public School System's calendar with the exception of Good Friday when Holy Name School is **NOT IN SESSION.**

Discipline Policy

Each student is made in the image and likeness of God and will be treated as such. Disciplinary strategies are consistent between our early learning programs with their foundation in positive reinforcement, which is most often quite effective with young children. Early learners frequently display appropriate behaviors, and this provides many opportunities to reinforce good decision-making. Teachers will go over classroom rules, and role-play to practice what following the rules looks like. Should a situation merit disciplinary action, re-direction, “three chances,” and “time out” based on the guideline of one minute per year of age are all options the teachers may use. Preschool and Pre-Kindergarten use similar techniques of rewarding good behavior with symbols like stars and bears, while removing those symbols when poor choices are made. Teachers encourage and practice problem-solving skills, and strive to teach children to be responsible for their words and actions. If a persistent behavior problem should arise, the teacher will contact you by email, note or telephone. Teachers will work together with parents to come up with a behavior plan. Should a specific behavior problem persist and cause harm or injury in any way to other children, the school reserves the right to withdraw your child from the program.

Classroom Rules

- Cooperate with all teachers and classmates.
- Show respect for others by being patient and polite.
- Treat personal and school property appropriately.
- Follow all safety procedures.

Partnership with Parents

If you have questions or concerns regarding your child, please feel free to contact the teacher at any time. Also, please keep the teachers informed of any changes that your family or child are going through. The birth of a new sibling, moving to a new house, a death in the family, or a separation can affect every child differently. It is our goal to always be working with you to help your child and family in any way possible.

Parent/Teacher Conferences

Conferences will be held in October. Progress reports will be sent home twice a year – once in December and then the final one in May.

Communications

The school's website, www.holynameschool.org as well as Renweb, our school information system, are great ways to get information about the school. A weekly email will be sent from the office and contains upcoming dates and other important information pertaining to the school as a whole. Your teacher will also send a weekly email which pertains to your child's class. Please read these each week.

Backpack

Each child should bring a backpack or book bag to school every time they attend. Please make sure that it is large enough for a regular-size school folder to fit easily inside. Please put your child's name on the back of the backpack between the shoulder straps, or the inside upper edge of a book bag.

Supply List

Please refer to the supply list that was handed out with the registration forms. Please have your child prepared with supplies by the end of the first week of school.

Labels

Children's names should be on all supplies, inside of clothes, and on backpacks.

Take Home Folder

The take-home folder is a form of two-way communication for parents and teachers. Please check your student's folder each day they attend school, and we will also check it every morning for dismissal instructions, tuition payments, tuition rebate orders or anything else you may want to communicate to us.

Items from Home

Our Early Learning Program contains an adequate supply of toys, books, games, puzzles, etc. for all children to enjoy. Please do not send toys to school unless we have designated a “Show and Tell” activity time. Pre-K students will bring a “Show and Tell” bag home when it is their turn to share their treasures with the class. Children may bring a small blanket, pillow, and stuffed animal for nap time.

Snacks and Lunch

Please make sure the teacher knows if your child has food allergies of any kind. All parents of students with food allergies must contact the school nurse prior to the start of school to share the action plan prescribed by your child’s physician.

Your child will be provided two snacks and lunch each day. The cost of snacks and lunch are included in the weekly tuition. You may choose to bring lunches and snacks. Food brought from home should not need to be heated and **you must also ensure that it is healthy and meets the State’s nutrition requirements as follows:**

- Milk;
- Protein;
- Bread; and
- One (1) vegetable;
- One (1) fruit

If students bring an incomplete packed lunch by State nutrition standards, those items must be provided to the student by State law. Sodas are not allowed in packed lunches.

Breakfast is NOT INCLUDED in the Early Learning cost, but can be purchased from the cafeteria for \$1.65.

Appropriate Dress

Early Learning program students must adhere to the School's uniform policy which is contained in the Student/Parent Handbook located on the School's website at www.holynameschool.org. **We ask that an extra set of clothes be sent each day with your child. The extra set of clothes can be a regular white or green collared shirt and any khaki pants in order to avoid the unnecessary cost of purchasing additional uniform clothing.** All clothing will be labeled. Belts will not be required of students in Early Learning Programs.

Toilet Training

All children should be potty trained before coming to Holy Name School's Early Learning Programs **or parents must agree to a partnership in which active potty training is happening at home, the child will be in pull-ups, and we will PARTNER with you to reach full potty trained status.** The procedure for changing soiled clothing is attached and must be signed and returned.

Rest Time

Children will be encouraged to nap or rest according to their individual needs. Children who do not sleep shall be permitted to have quiet time through the use of equipment or activities.

Illness

Children with fevers of 100 degrees or more CANNOT be sent to school. A child must be fever free without the aid of fever-reducing medication for 24 hours prior to return. Any child who becomes ill or is injured during school hours will be taken to the school office. The parents, or emergency contact person, will be notified as soon as possible.

Requirements for Entering HNS Early Learning Programs

Students entering our Preschool Program will need:

1. Kentucky Immunization Certificate (up-to-date and on Kentucky form) (4 doses DTaP, 3 doses Polio, 1 dose MMR, 3 or 4 doses of Hib, 3 doses Hep B, 2 doses Hep A, 1 dose Varicella, 4 doses Pneumococcal)
2. Copy of the student's State Birth Certificate (must be a copy of the actual state certificate, **not** a copy of the registration or announcement form received from the hospital at the time of birth)
3. Physical on a form prescribed by the Kentucky Department of Education and must be dated within one year prior to entry.
4. Catholic students need a copy of the Baptismal Certificate if not baptized at Holy Name of Jesus Church
5. Must be 3 years of age by October 1st

Must be received within two weeks of the first day of school.

Students entering our Pre-Kindergarten Program will need:

1. Kentucky Immunization Certificate (up-to-date and on Kentucky form) 4 or 5 doses DTaP, 3 or 4 doses Polio, 2 doses of MMR, 3 or 4 doses Hib, 2 doses Hep A, 3 doses Hep B, 2 doses Varicella, 4 doses Pneumococcal,
2. Copy of the student's State Birth Certificate (must be a copy of actual state certificate, **not** a copy of the registration or announcement form received from the hospital at the time of birth)
3. Catholic students need a copy of the Baptismal Certificate if not baptized at Holy Name of Jesus Church
4. Must be 4 years of age by October 1st
5. Physical on a form prescribed by the Kentucky Department of Education and must be dated **within 1 year prior to entry**

Must be received within two weeks of the first day of school.

Parties

Information concerning class parties will be given to room mothers at the beginning of each school year. Room mothers will then pass the information on to you.

Birthdays

Birthday celebrations are welcomed and encouraged. Please notify the teacher in advance of the celebration. Treats are welcome, but they **must be store bought or from a bakery.**

School Cancellations

School cancellations due to inclement weather will follow the direction of the Henderson County School System. All local television and radio stations will report any school closings. Holy Name School utilizes a Parent Alert system to communicate by phone and email with families in case of school cancellation.

Absences

If your child will be absent, please email the teacher and the school office or call the HNS office by 8:00am. You may be contacted by the school nurse to verify your child's absence if unreported by you.

Holy Name of Jesus Catholic School Mission Statement

Holy Name is a Catholic School providing an environment for a quality education based on the Gospel message which fosters service to the community.

Holy Name School
Procedure for Changing Soiled Clothing

Preschool and Prekindergarten the procedure for needs involving soiled clothing and toilet accidents is:

1. Under the direction of **TWO** employees the student will be taken to the restroom
2. The door will remain open
3. Soiled clothing will be removed and the student properly cleaned. If the student is capable of cleaning via verbal direction the employees will talk them through the process. If additional assistance is needed, it will be provided with **BOTH** employees present and the door open.
4. Once clean and properly attired, the student will return to class.

Please check one:

- I am comfortable with the Early Learning Staff handling my child's soiled clothing, proper cleaning of my child, and toilet accidents?
- I want to be contacted in the event my child has an accident and I will come to the school to assist with his/her needs.

Parent/ Guardian Signature _____ Date _____

Student _____

Holy Name School adheres to the Kentucky Child Care Standards of Practice for Licensed Providers in handling soiled clothing and toilet accidents. 922 KAR 2:120 Ch